



Assistant Unit Supervisor - Records

Details

Job ID : 245

Title : Assistant Unit Supervisor - Records

Job Code : 1121

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ASSISTING UNIT MANGER IN COORDINATING AND SUPERVISING THE 24/7 RECORDS UNIT

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE
- 4 YEARS OF RELATED EXPERIENCE MUST BE WITH COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SCHEDULE WILL INCLUDE NIGHTS, WEEKENDS AND HOLIDAYS

Job Duties

- ASSIST IN THE COORDINATION AND SUPERVISION OF A 24/7 RECORDS UNIT
- OVERSEE SPECIAL PROJECTS
- ASSIST IN THE DEVELOPMENT AND UTILIZATION OF COURTNET APPLICATIONS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED